PeopleSoft Budget Module at Brookhaven National Laboratory

FMSIC All-Contractors Meeting

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March 19, 2003

Brookhaven Science Associates
U.S. Department of Energy

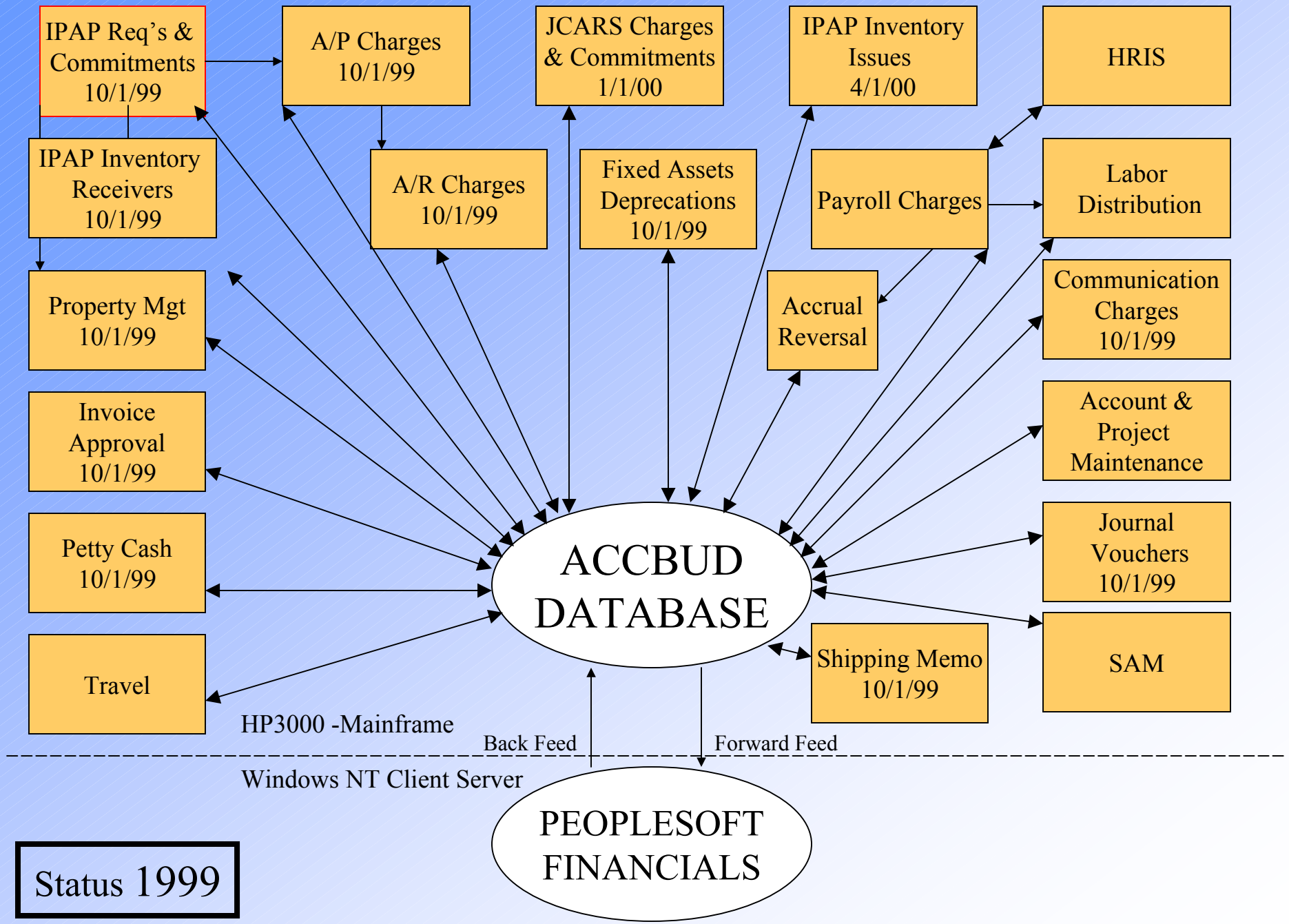
BROOKHAVEN NATIONAL LABORATORY

Agenda

- Background
- Budget Module Development and Description
- On-Line Demonstration
- Summary

Background

- Pre-1995
  - Legacy budgeting time-consuming and inflexible
  - Drove shadow systems in BNL user organizations
  - Collection of home-grown, disparate systems
  - Required re-entry of data into the Budget Office database
- Lab-Wide Decision to Install PeopleSoft in 1995
  - Lack of integration, rising costs and Y2K were principal drivers
  - Commercial version chosen for greatest flexibility ➔ Significant challenge to fit to multi-purpose Government-funded Laboratory
  - Resource-constrained implementation ➔ Lengthened process
  - First modules were financials followed by Procurement and HR
- Peoplesoft Budget Module
  - Out of box application addressed very few of our system requirements
  - PeopleTools used to develop a customized budget module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A/P Charges 10/1/99
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IPAP Inventory Issues 4/1/00
HRIS
IPAP Inventory Receivers 10/1/99
A/R Charges 10/1/99
Fixed Assets Deprecations 10/1/99
Payroll Charges
Labor Distribution
Property Mgt 10/1/99
Accrual Reversal
Communication Charges 10/1/99
Invoice Approval 10/1/99
Account & Project Maintenance
Petty Cash 10/1/99
ACCBUD DATABASE
Journal Vouchers 10/1/99
Travel
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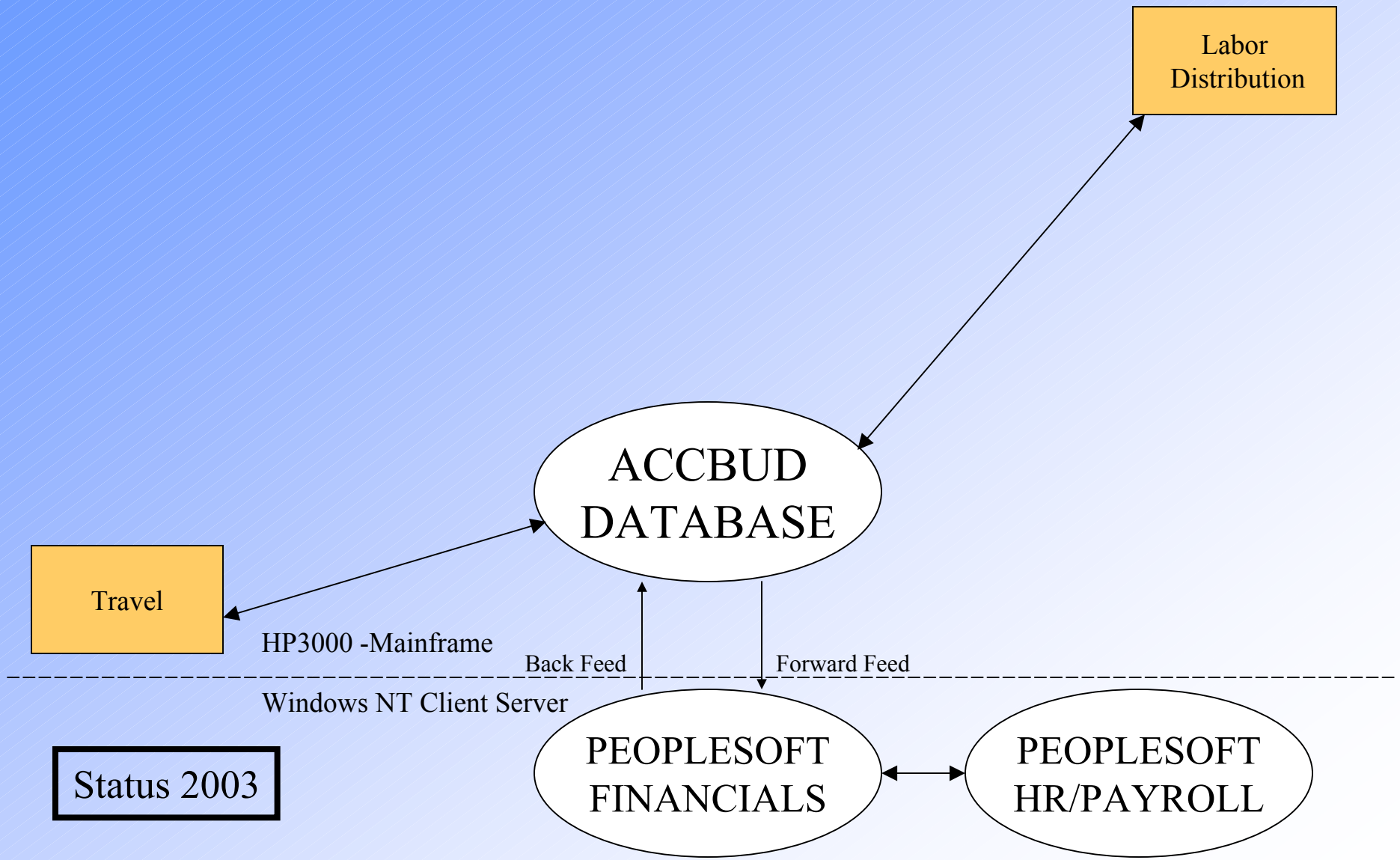
SAM
HP3000 -Mainframe
Back Feed
Forward Feed
Windows NT Client Server
PEOPLESOFT FINANCIALS
Status 1999


Labor Distribution
ACCBUD DATABASE
Travel
HP3000 -Mainframe
Back Feed
Forward Feed
Windows NT Client Server
PEOPLESOFT FINANCIALS
PEOPLESOFT HR/PAYROLL
Status 2003

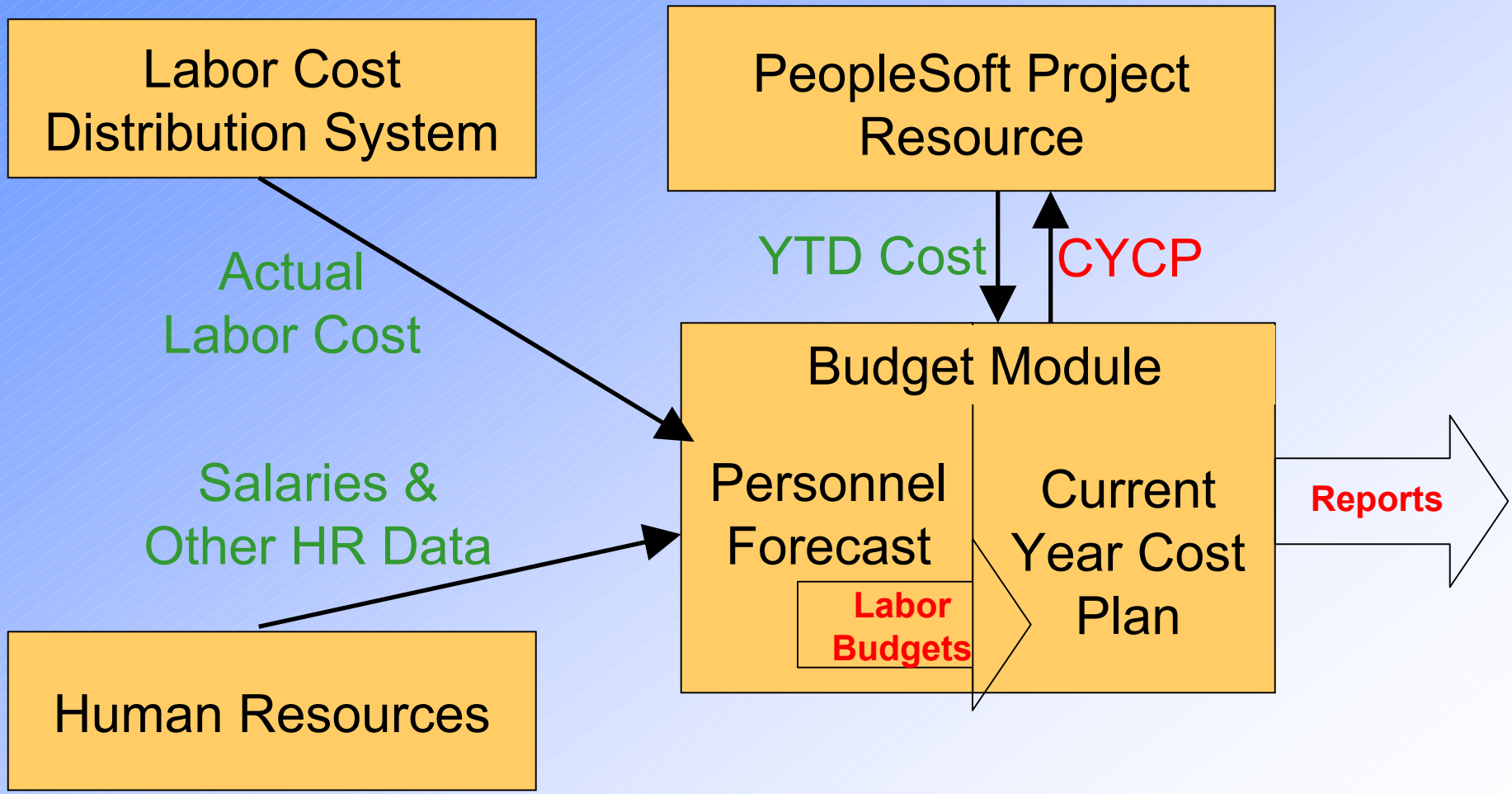
Budget Module Development

- Core objectives
  - Fully integrated with all other modules
  - Multiple use capabilities: Funds distribution, budget submittal, current year cost plan development and tracking, 3-year window
  - Lab-wide utilization
- Critical development features
  - Internal development team that took ownership
  - Training sessions for users (science and overhead) prior to implementation
  - User group formed after initial rollout (weekly meetings to improve functionality, reporting capabilities, and address issues of concern)
- User buy-in with full support of BNL senior management was key ➔ Acceptance period was still ~ two years

Budget Module Capabilities

- Fully integrated database that incorporates automated feeds from all Lab cost centers (HR, procurement, payroll, internal services, etc.)
- Enables funds distribution from the Budget Office
- Supports development of current and future year cost plans and budget submittals
  - Project assignments made within personnel forecast linked to labor cost distribution
  - Option to automatically replace labor forecasts with actuals by accounting period
  - Cost plans built at the project/activity level
- Multiple years/scenarios enable rapid replication, planning and modeling

Current Year Cost Plan Development



On-Line System Demo: Current Year Budget Development (1)

- Funds Distribution
- Building the Cost Plan for the Current Year
- Building the Cost Plan for the Budget Submission

On-Line System Demo: Current Year Budget Development (2)

Major Steps

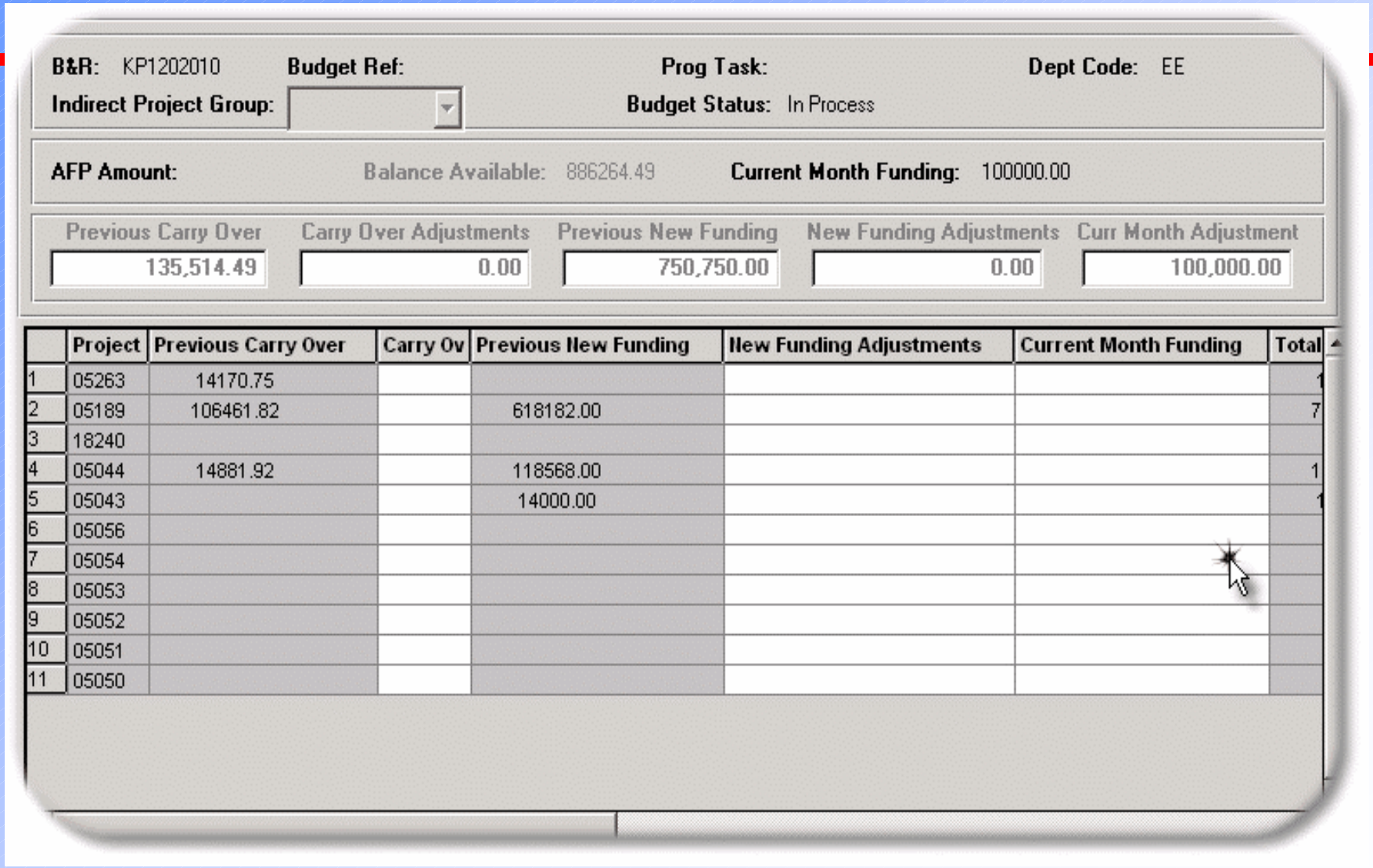
- Funds Distribution
  - Re-format contract mod – save as text file
  - Error check and upload to Project Funds Transfer Panel
  - **Allotments posted to B&R Codes for DOE programs in the Project Funds Transfer Panel**
  - Scientific departments make individual project assignments
  - Release revised funding levels to Current Year Cost Plan

On-Line System Demo: Current Year Budget Development (3)

- Building the Cost Plan for the Current Year
  - **Project assignments in Personnel Forecast by individual employee**
  - **Calculate and release to Current Year Cost Plan (CYCP)**
  - **Navigate to CYCP Forecast Costs Panel and accept labor assignment**
  - **Move to CYCP Panel and build remaining cost plan.**
  - **Reduce unassigned balance to zero – Auto assign feature**
  - **Release Cost plan**
  - Department approval
  - Budget Office Approval
  - Run update into Project Resource
  - Run Reports with updated budgets

On-Line System Demo: Current Year Budget Development (4)

- Building the Cost Plan for the Budget Submission
  - **Use Global Adjustment panel to set escalation rates**
  - **Do global copy of Current Year to First Year of the Budget Submission**
  - Copy project assignments from First Year to future years making revisions where required
  - Recalculate and release to Budget Submission panel
  - Post new funding amount for the Presidential Year
  - Copy First Year cost plan to future years making adjustments where required
  - Department Release of cost plan



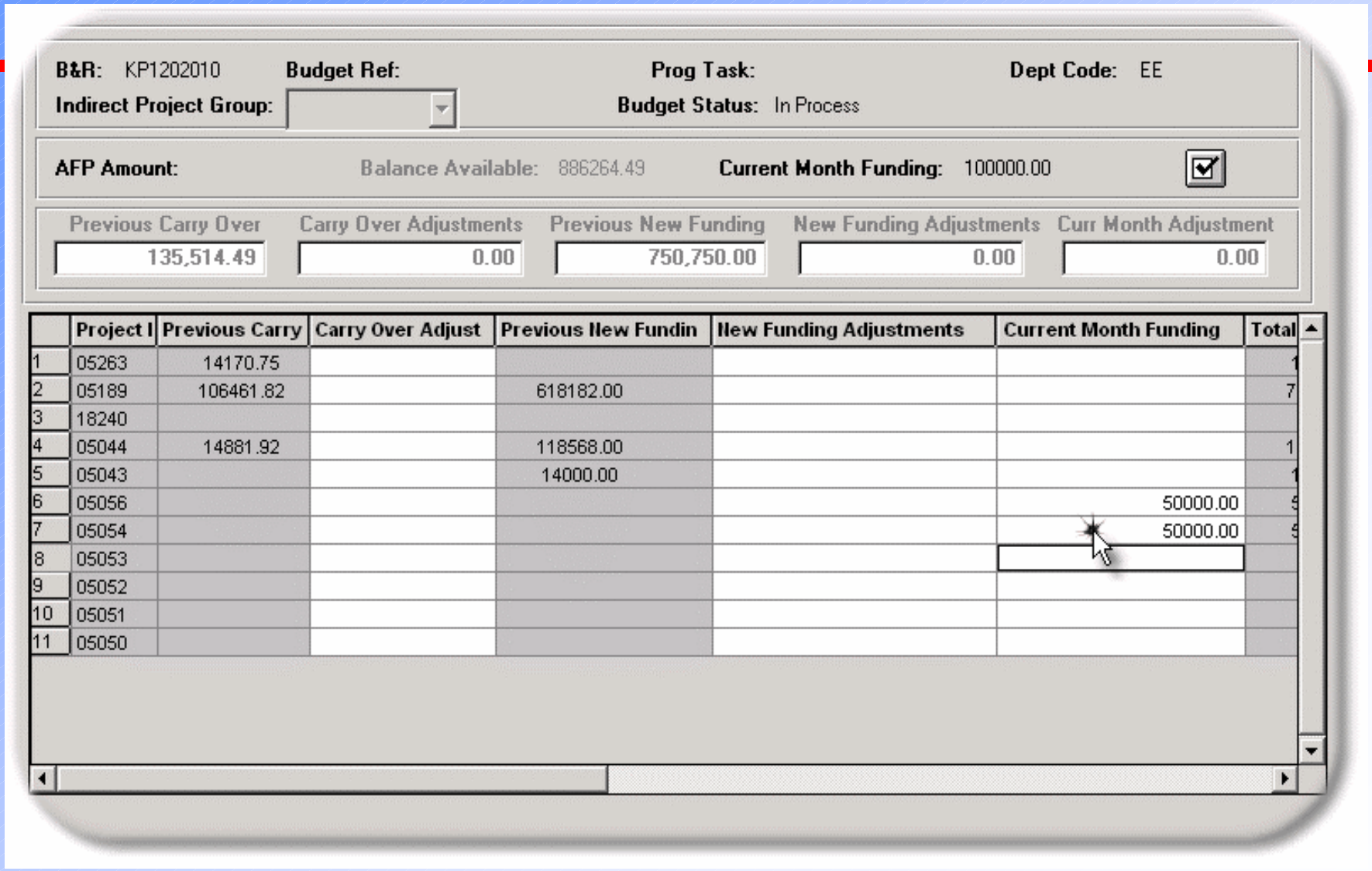
B&R: KP1202010 Budget Ref: Prog Task: Dept Code: EE

Indirect Project Group: Budget Status: In Process

AFP Amount: Balance Available: 886264.49 Current Month Funding: 100000.00

Previous Carry Over	Carry Over Adjustments	Previous New Funding	New Funding Adjustments	Curr Month Adjustment
135,514.49	0.00	750,750.00	0.00	100,000.00

	Project	Previous Carry Over	Carry Ov	Previous New Funding	New Funding Adjustments	Current Month Funding	Total
1	05263	14170.75					1
2	05189	106461.82		618182.00			7
3	18240						
4	05044	14881.92		118568.00			1
5	05043			14000.00			1
6	05056						
7	05054						
8	05053						
9	05052						
10	05051						
11	05050						



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2	05189	106461.82		618182.00			7
3	18240						
4	05044	14881.92		118568.00			1
5	05043			14000.00			1
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7	05054					50000.00	5
8	05053						
9	05052						
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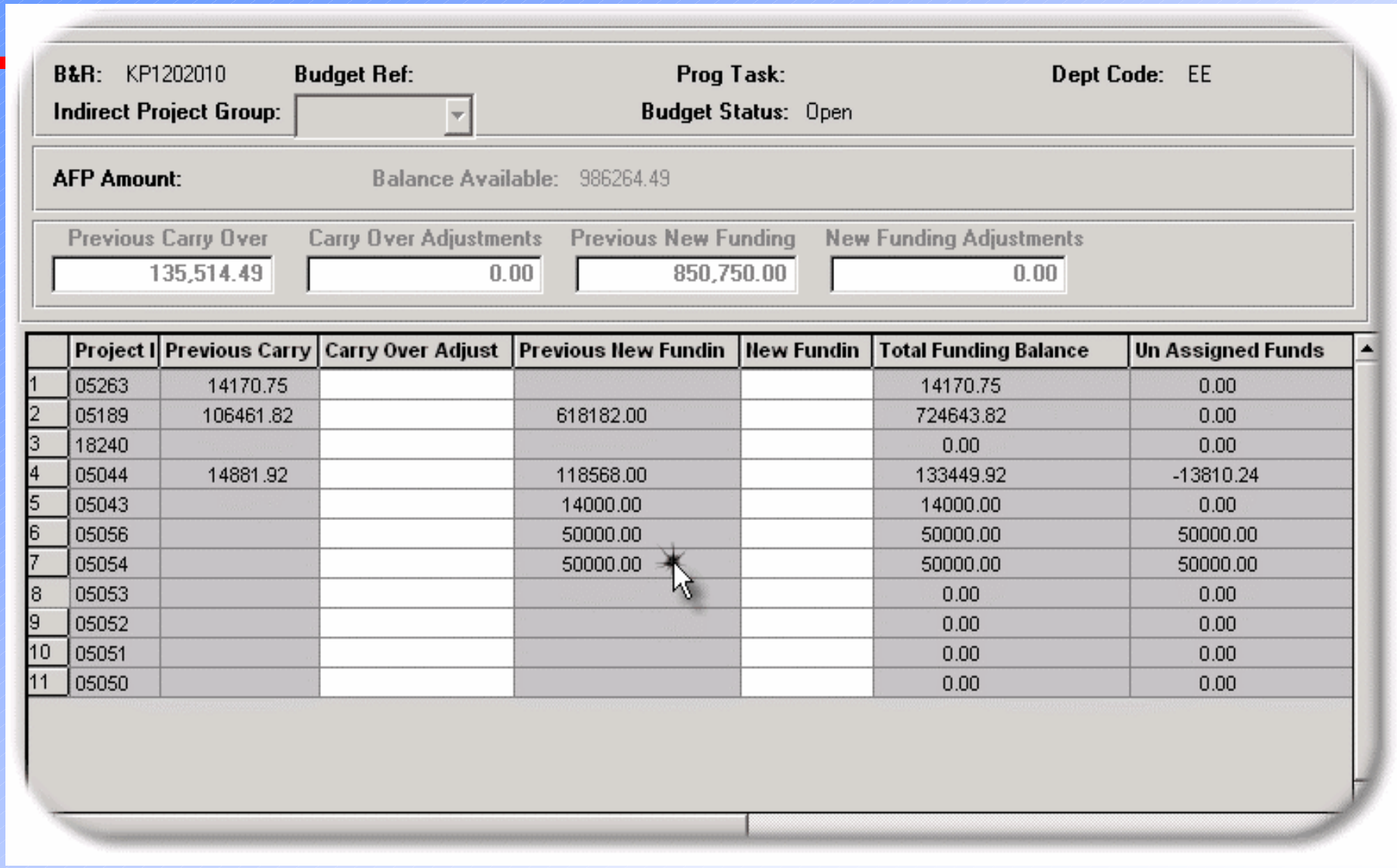
11	05050						



B&R: KP1202010 Budget Ref: Prog Task: Dept Code: EE

Indirect Project Group: Budget Status: Open

AFP Amount: Balance Available: 986264.49

Previous Carry Over	Carry Over Adjustments	Previous New Funding	New Funding Adjustments
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	Project I	Previous Carry	Carry Over Adjust	Previous New Fundin	New Fundin	Total Funding Balance	Un Assigned Funds
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2	05189	106461.82		618182.00		724643.82	0.00
3	18240					0.00	0.00
4	05044	14881.92		118568.00		133449.92	-13810.24
5	05043			14000.00		14000.00	0.00
6	05056			50000.00		50000.00	50000.00
7	05054			50000.00		50000.00	50000.00
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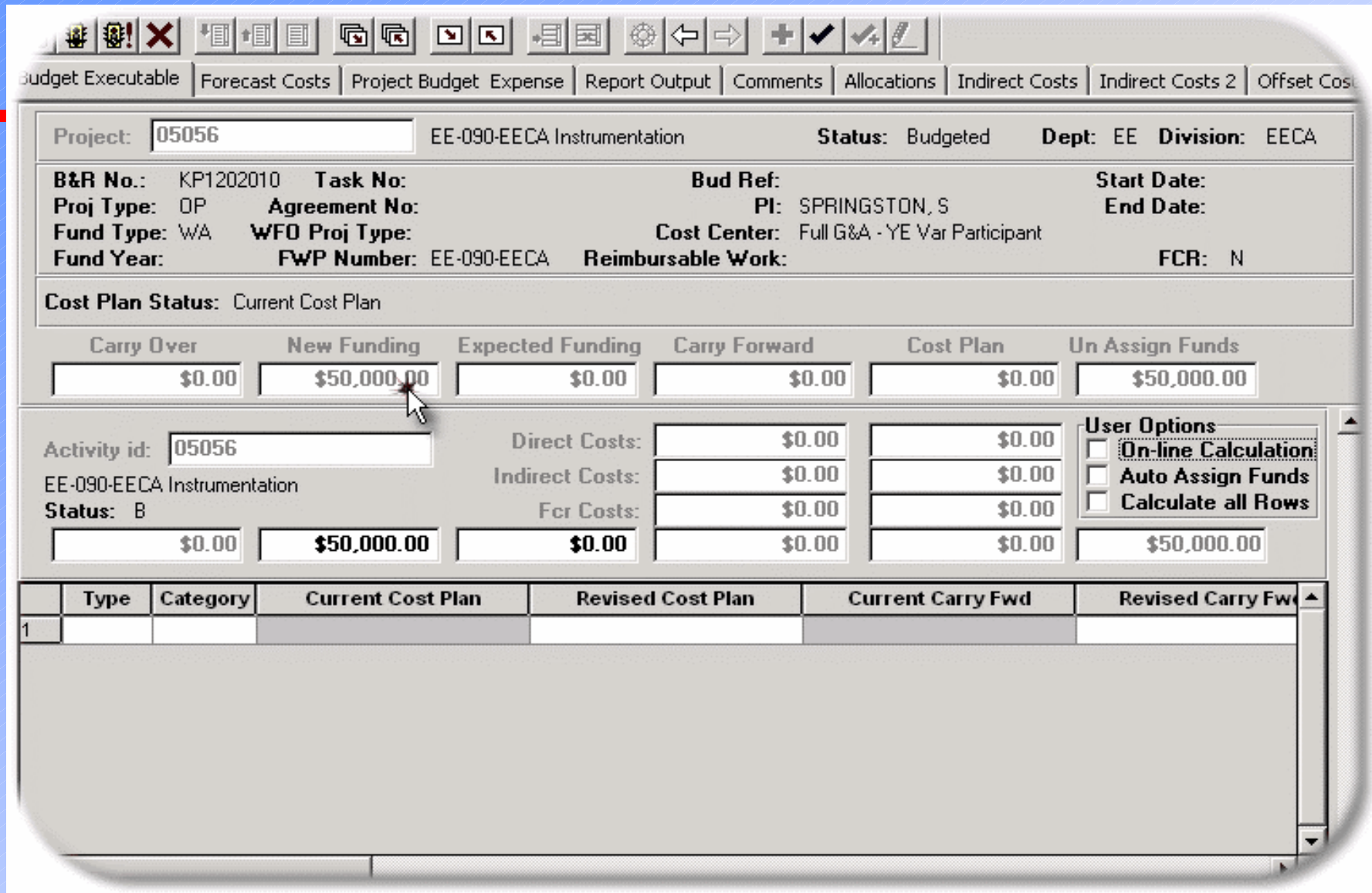
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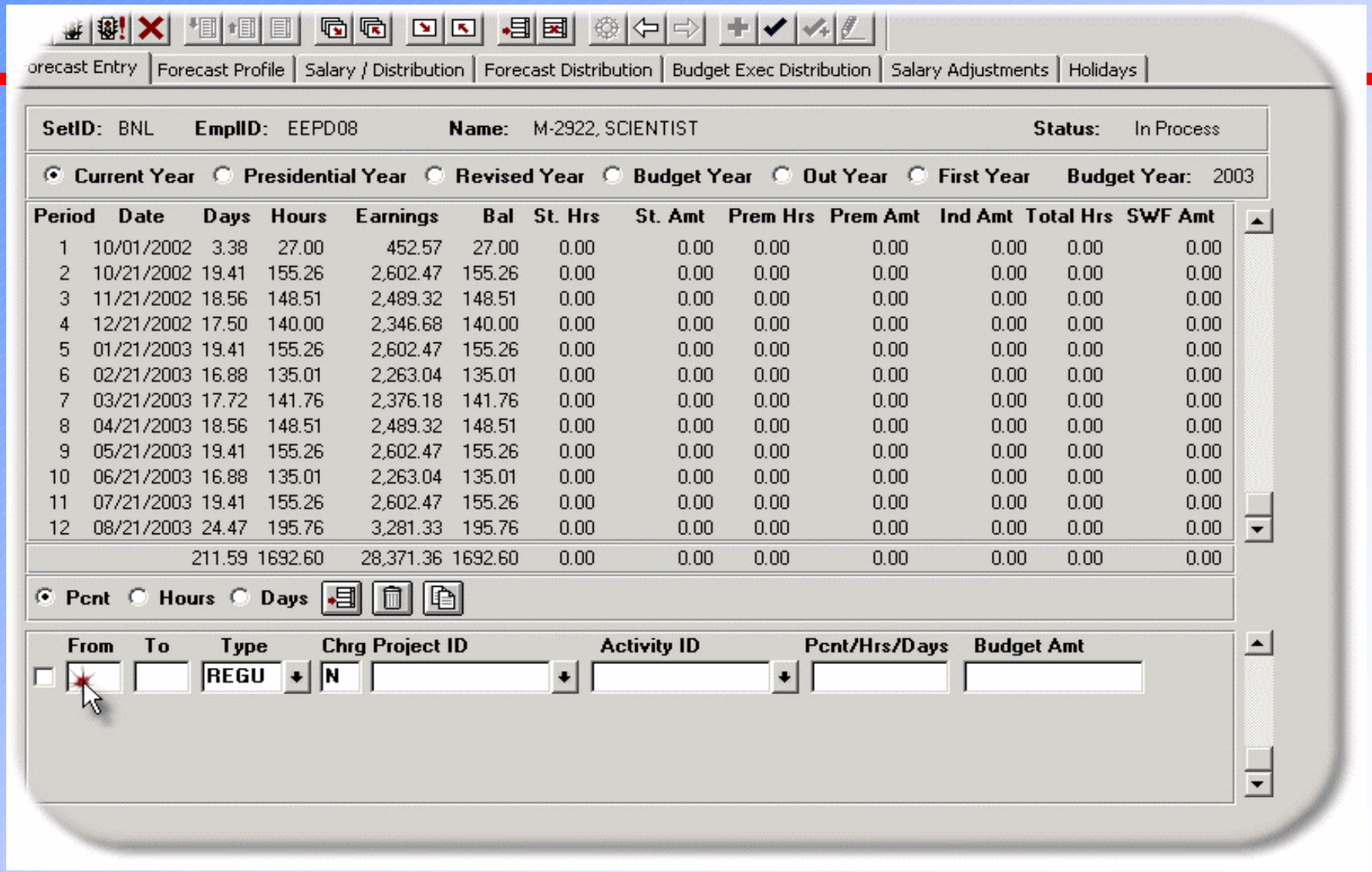
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4 12/21/2002 17.50 140.00 2,346.68 140.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
5 01/21/2003 19.41 155.26 2,602.47 155.26 0.00 0.00 0.00 0.00 0.00 0.00 0.00
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7 03/21/2003 17.72 141.76 2,376.18 141.76 0.00 0.00 0.00 0.00 0.00 0.00 0.00
8 04/21/2003 18.56 148.51 2,489.32 148.51 0.00 0.00 0.00 0.00 0.00 0.00 0.00
9 05/21/2003 19.41 155.26 2,602.47 155.26 0.00 0.00 0.00 0.00 0.00 0.00 0.00
10 06/21/2003 16.88 135.01 2,263.04 135.01 0.00 0.00 0.00 0.00 0.00 0.00 0.00
11 07/21/2003 19.41 155.26 2,602.47 155.26 0.00 0.00 0.00 0.00 0.00 0.00 0.00
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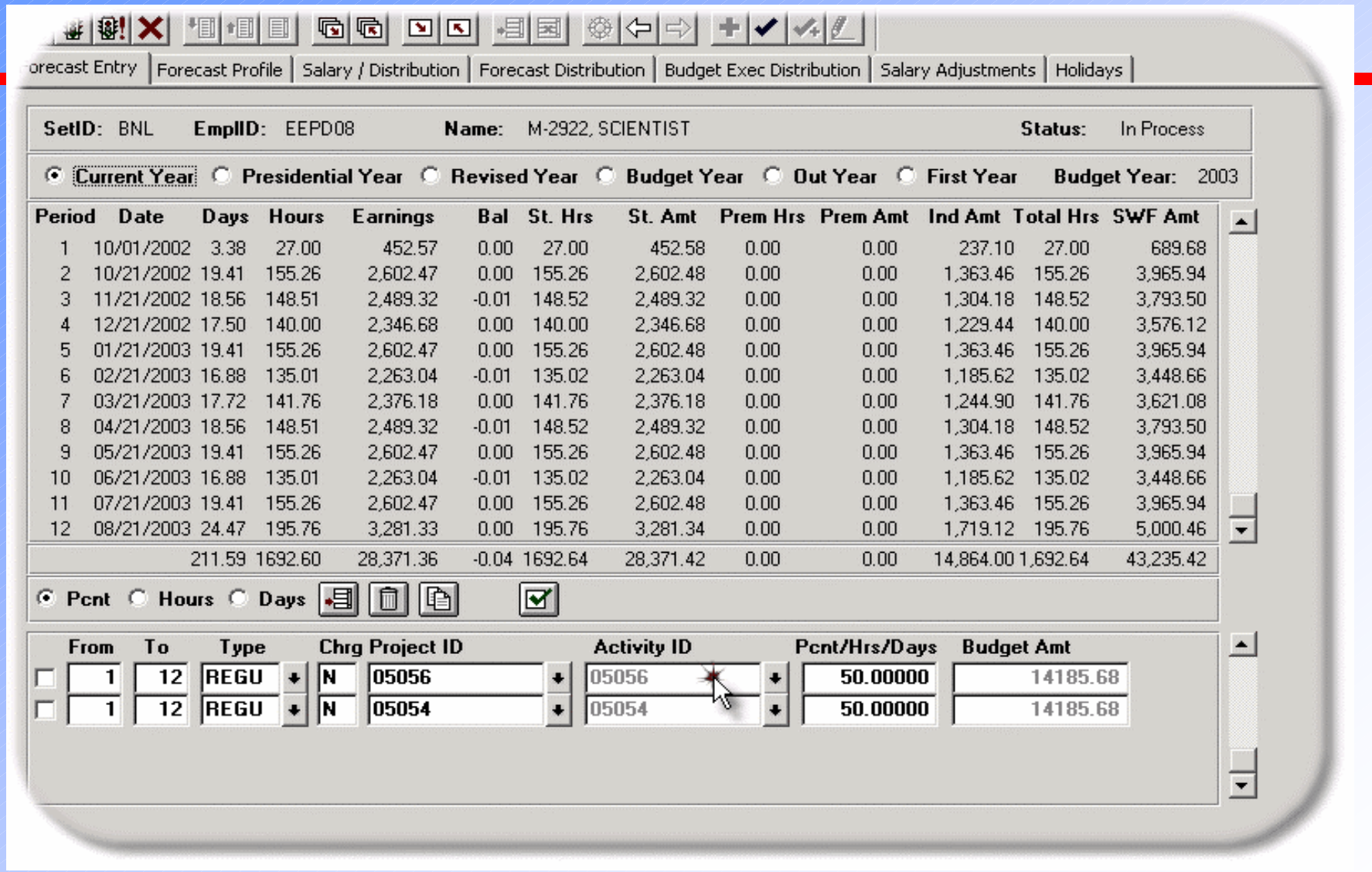
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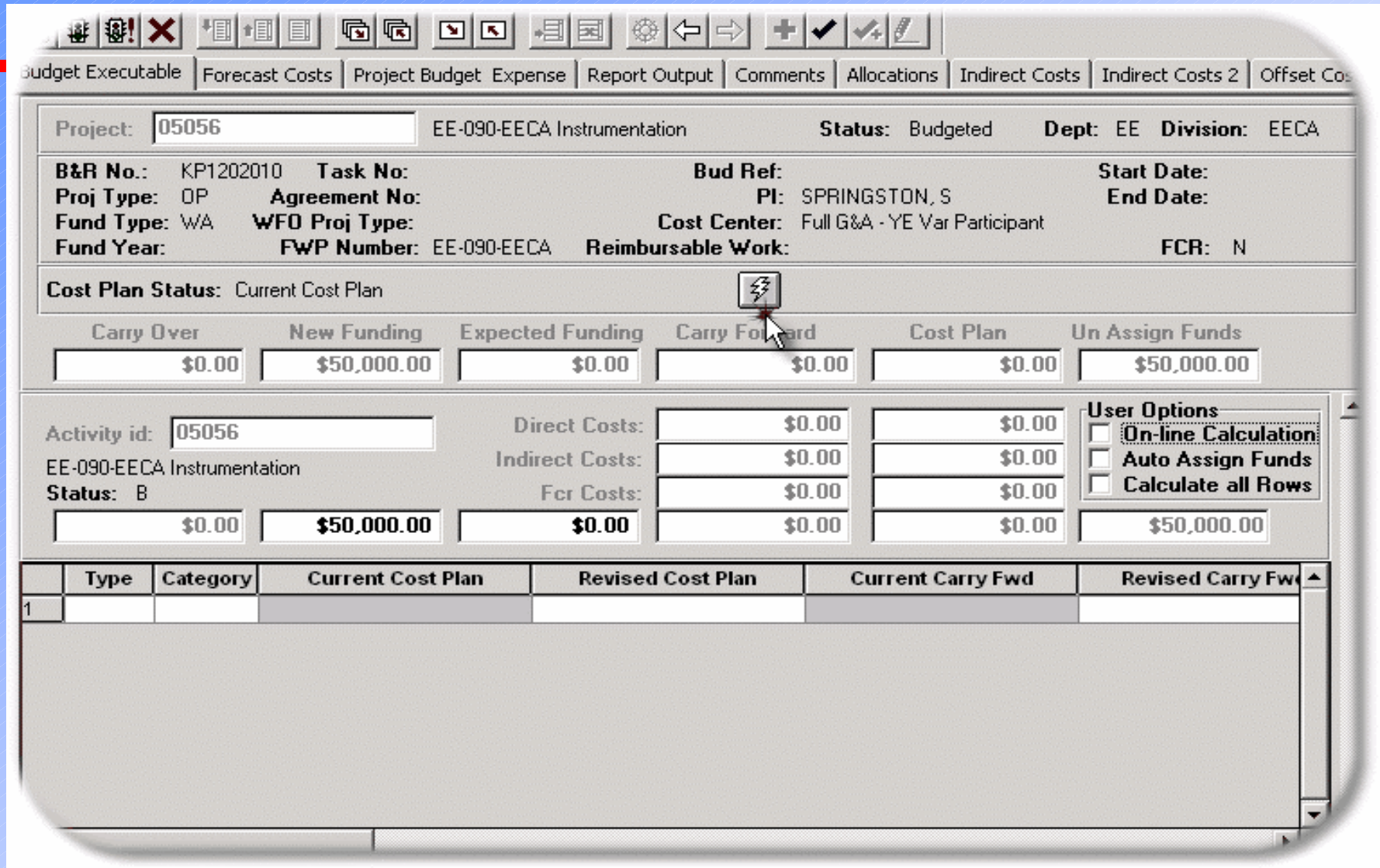
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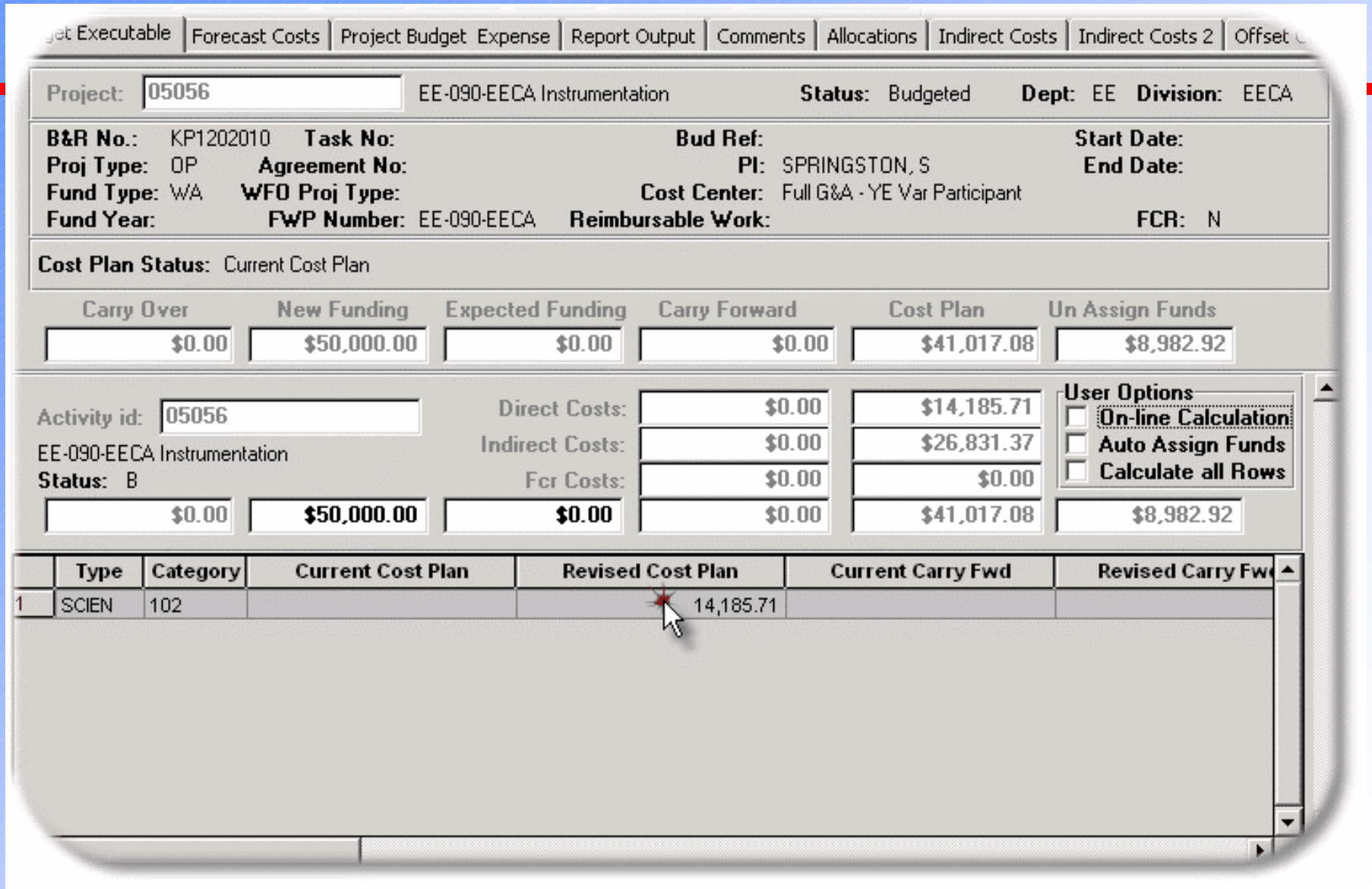
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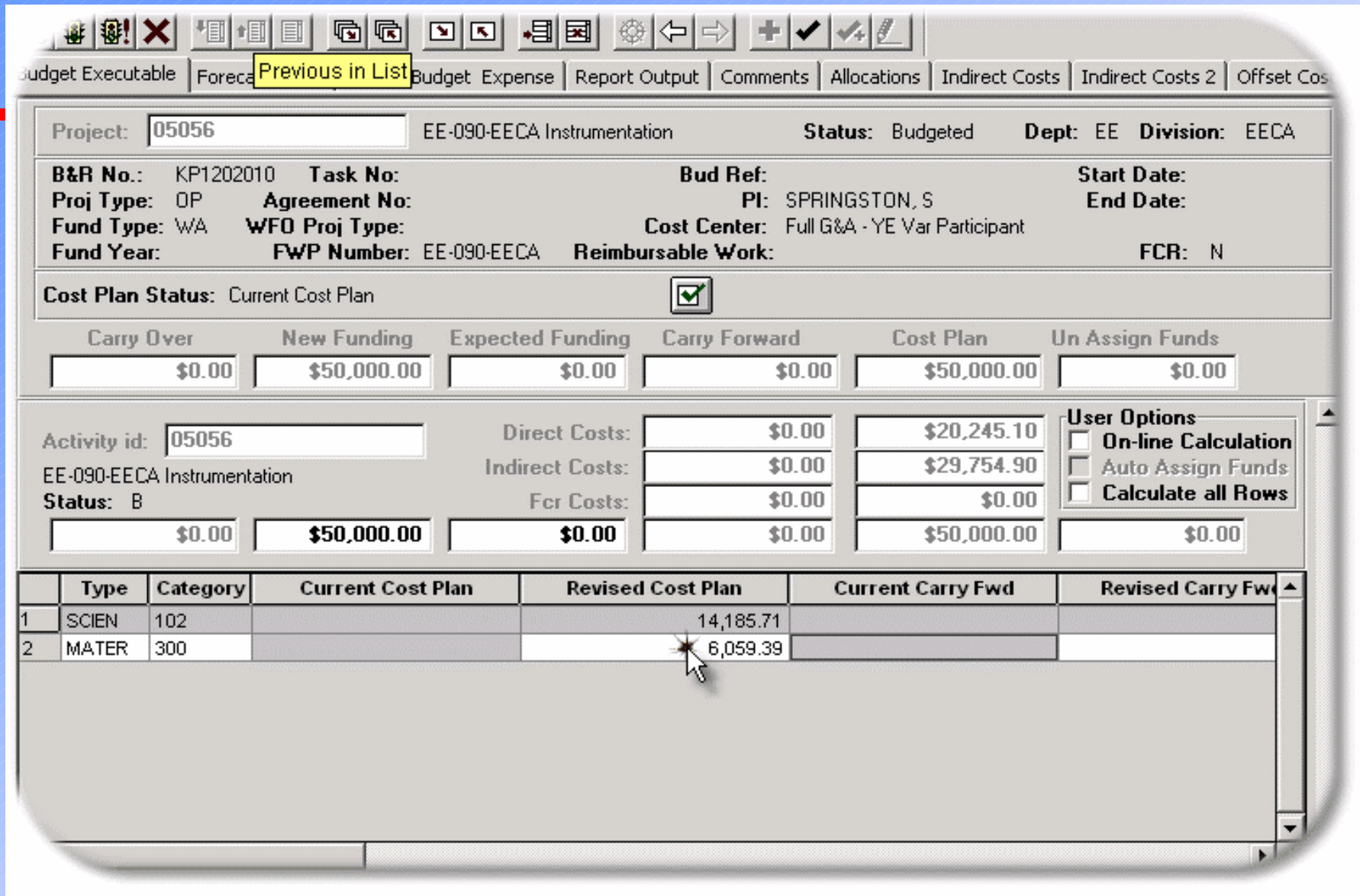
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Revised Carry Fwd
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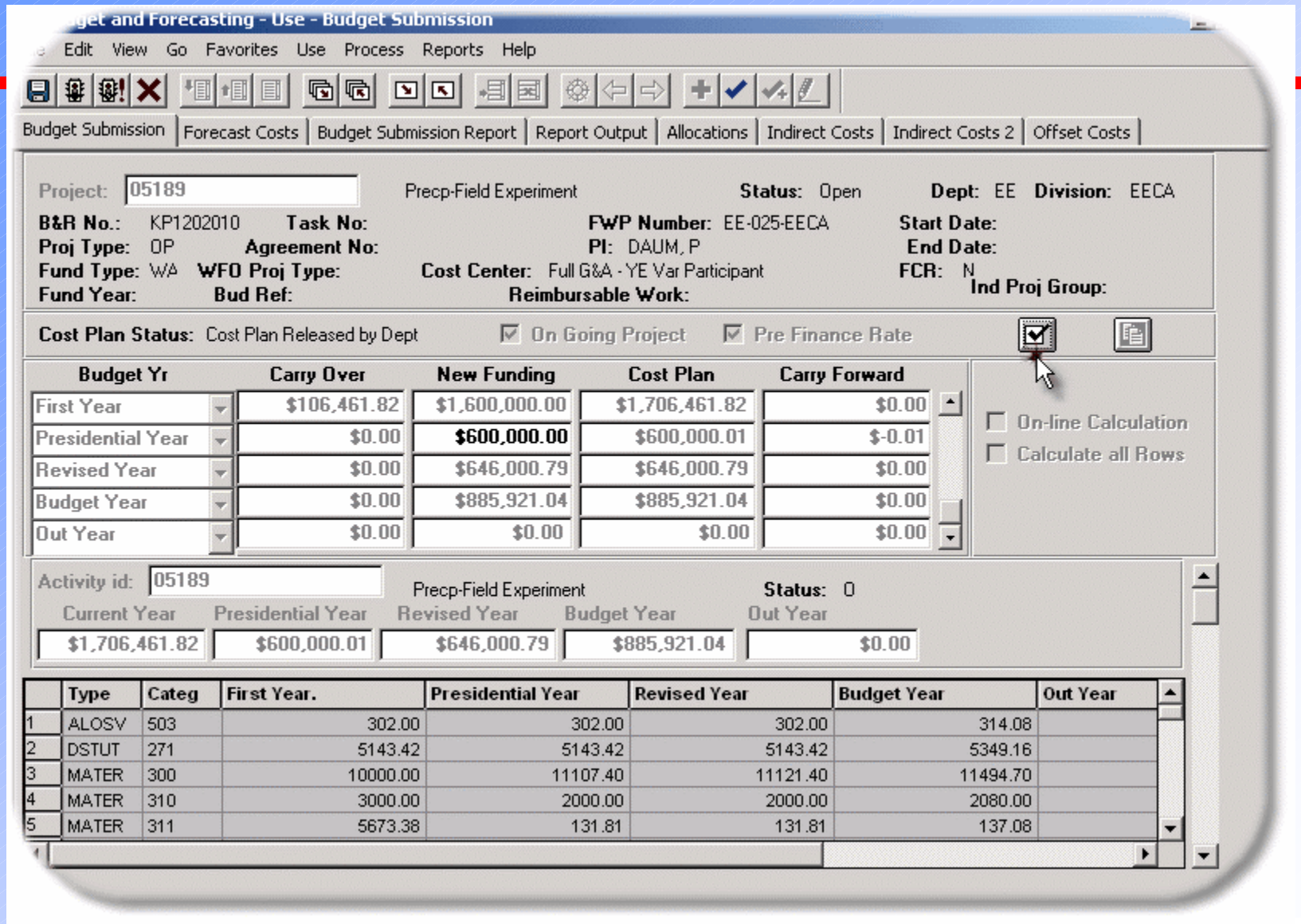
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Budget Yr
Carry Over
New Funding
Cost Plan
Carry Forward
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Revised Year $0.00 $646,000.79 $646,000.79 $0.00
Budget Year $0.00 $885,921.04 $885,921.04 $0.00
Out Year $0.00 $0.00 $0.00 $0.00
On-line Calculation
Calculate all Rows
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Presidential Year
Revised Year
Budget Year
Out Year
$1,706,461.82 $600,000.01 $646,000.79 $885,921.04 $0.00
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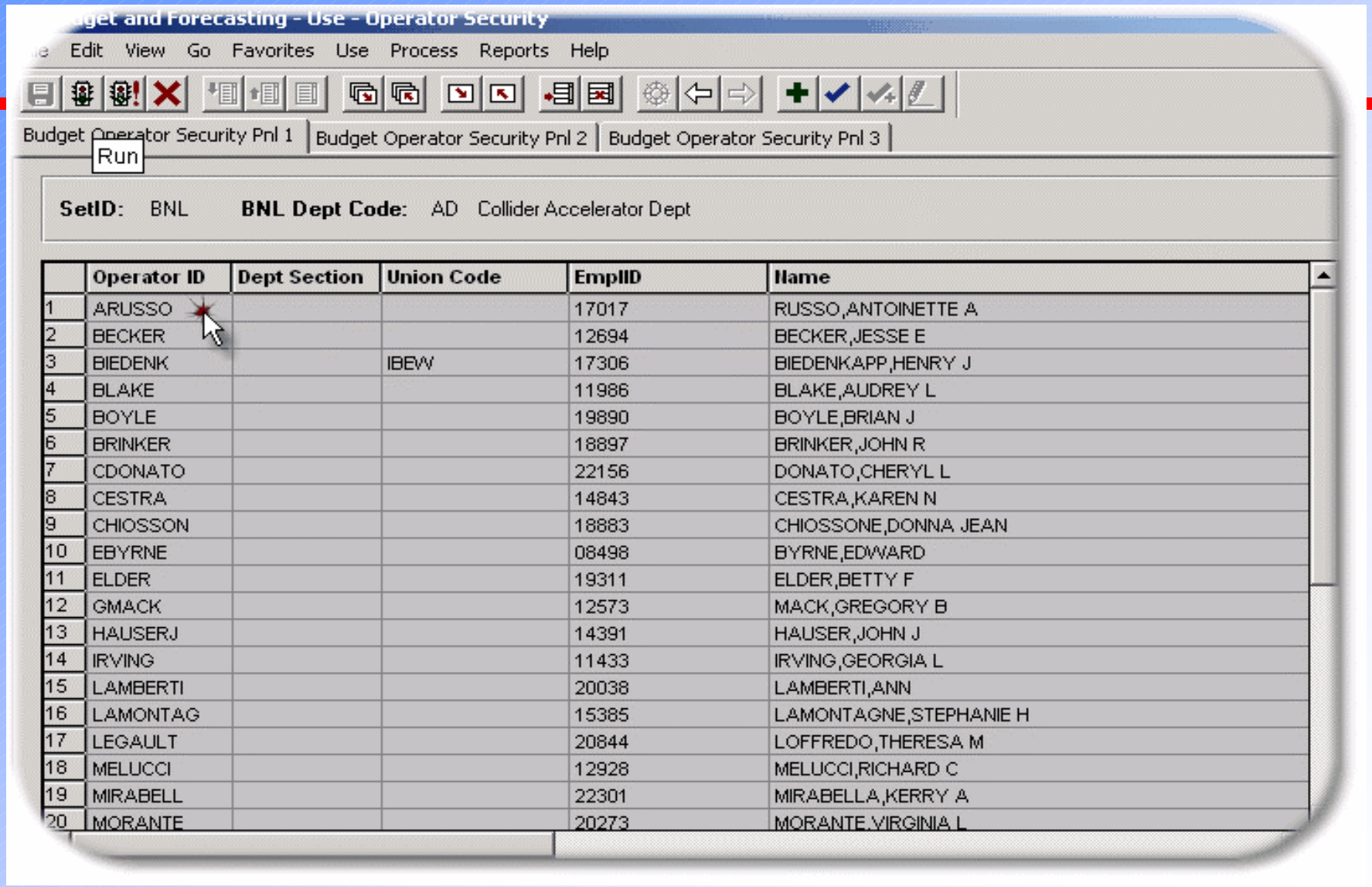

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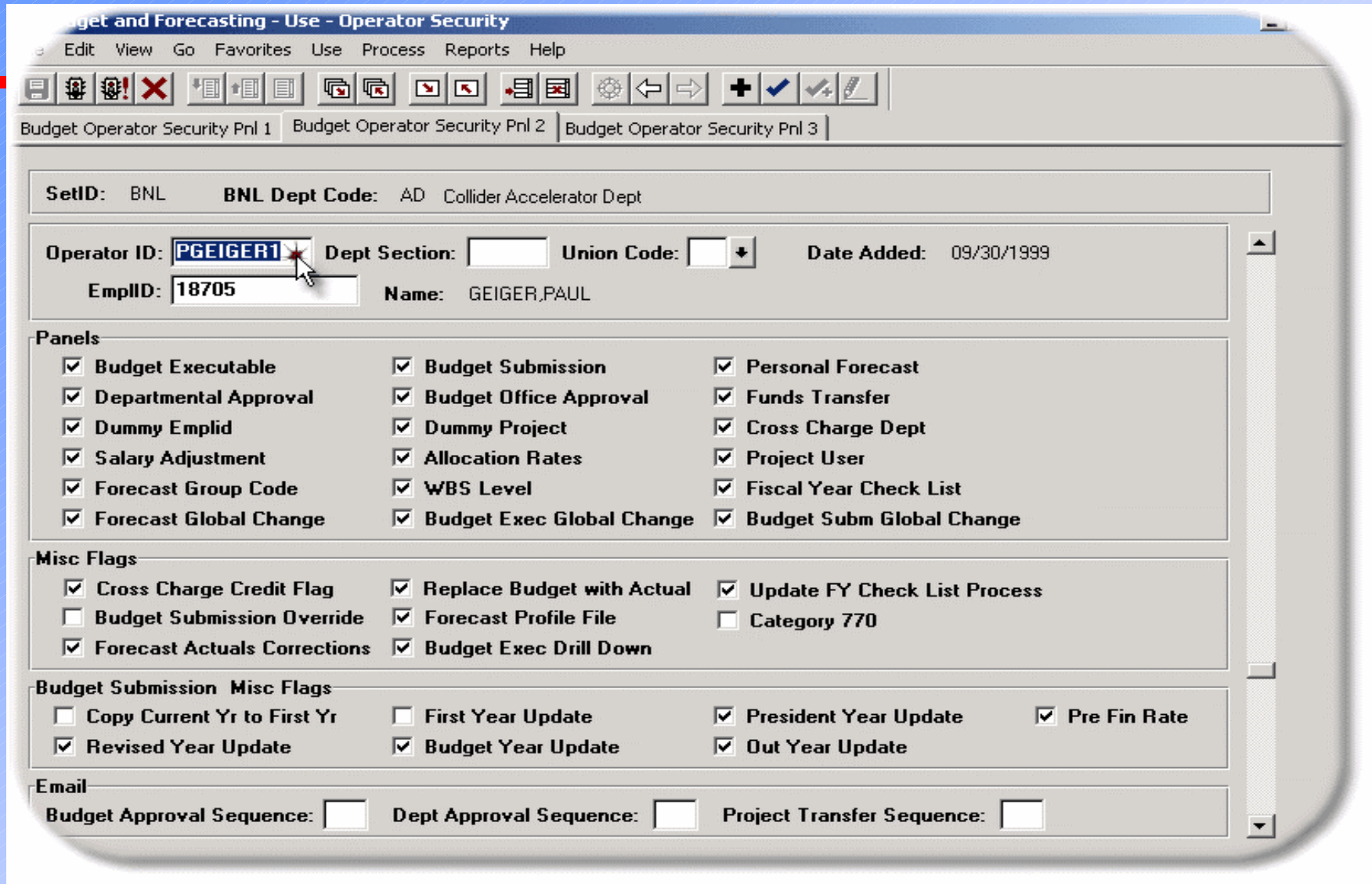
3	BIEDENK		IBEW	17306	BIEDENKAPP,HENRY J
4	BLAKE			11986	BLAKE,AUDREY L
5	BOYLE			19890	BOYLE,BRIAN J
6	BRINKER			18897	BRINKER,JOHN R
7	CDONATO			22156	DONATO,CHERYL L
8	CESTRA			14843	CESTRA,KAREN N
9	CHIOSSON			18883	CHIOSSONE,DONNA JEAN
10	EBYRNE			08498	BYRNE,EDWARD
11	ELDER			19311	ELDER,BETTY F
12	GMACK			12573	MACK,GREGORY B
13	HAUSERJ			14391	HAUSER,JOHN J
14	IRVING			11433	IRVING,GEORGIA L
15	LAMBERTI			20038	LAMBERTI,ANN
16	LAMONTAG			15385	LAMONTAGNE,STEPHANIE H
17	LEGAULT			20844	LOFFREDO,THERESA M
18	MELUCCI			12928	MELUCCI,RICHARD C
19	MIRABELL			22301	MIRABELLA,KERRY A
20	MORANTE			20273	MORANTE,VIRGINIA L


get and Forecasting - Use - Operator Security
Edit View Go Favorites Use Process Reports Help
Budget Operator Security Pnl 1
Budget Operator Security Pnl 2
Budget Operator Security Pnl 3
SetID: BNL
BNL Dept Code: AD Collider Accelerator Dept
Operator ID: PGEIGER1
Dept Section:
Union Code:
Date Added: 09/30/1999
EmplID: 18705
Name: GEIGER,PAUL
Panels
Budget Executable
Budget Submission
Personal Forecast
Departmental Approval
Budget Office Approval
Funds Transfer
Dummy Emplid
Dummy Project
Cross Charge Dept
Salary Adjustment
Allocation Rates
Project User
Forecast Group Code
WBS Level
Fiscal Year Check List
Forecast Global Change
Budget Exec Global Change
Budget Subm Global Change
Misc Flags
Cross Charge Credit Flag
Replace Budget with Actual
Update FY Check List Process
Budget Submission Override
Forecast Profile File
Category 770
Forecast Actuals Corrections
Budget Exec Drill Down
Budget Submission Misc Flags
Copy Current Yr to First Yr
First Year Update
President Year Update
Pre Fin Rate
Revised Year Update
Budget Year Update
Out Year Update
Email
Budget Approval Sequence:
Dept Approval Sequence:
Project Transfer Sequence:

On-Going Challenges

- Training
- Growing list of user-driven improvements
  - Good news – they're using the system
  - Bad news – workload issue
- Problematic characteristics
  - Does not allow for deletion of projects which tend to clutter the system
  - Cost must be allowed to hit a project whether it is open or closed until all legacy systems are converted
  - All tables and views must be fully populated to get consistent data from query searches

Summary

- Lab-wide success
  - In use across the Laboratory as the financial “bible”
  - User expertise and sophistication growing steadily
  - Shadow systems eliminated
  - Month- and Year-end closing process significantly shorter and less laborious
- Process Support
  - Proposal budget preparation with all current and future overheads and allocations
  - Security panel allows for specific access assignments by user
  - Data query downloads to Excel spreadsheets
- Management Support
  - Supports complete G&A (and all other cost pool) analysis – cost vs. revenue
  - Review of organizational burdens at the department level
- Budget Module fully upgradeable (PeopleTools language)
- Additional information including screen shots available upon request